



ROTARY CLUB OF ORANGE PARK SUNRISE, INC.

P.O. BOX 366
ORANGE PARK, FLORIDA 32067-0366

Dear Prospective Funding Recipient:

The Rotary Club of Orange Park Sunrise is comprised of individuals who are seriously interested in serving the needs of the community. Our Club is affiliated with Rotary International, which was begun in 1905 in Chicago by Mr. Paul Harris. The members of our Club are a part of Rotary International's 1.2 Million worldwide memberships.

The Rotary Club of Orange Park Sunrise seriously subscribes to the Rotary International motto of "Service Above Self". One important way that our Club achieves fulfillment of this motto is the donation of funds to deserving non-profit organizations that can demonstrate the capability and commitment to directly serve needy citizens in the greater Clay County area.

Attached to this letter is our Vetting Committee's Protocol that is used to review requests for funds. Please note that while there is no formal application, the Protocol identifies the information that our Club needs to arrive at a decision. Brevity in submittals is not a reason for denial. However, while succinctness is a plus, it is essential that requests include enough relevant information to allow the Vetting Committee to understand both the function of an organization and the reason for its request.

Please review the Protocol carefully, and if your organization decides to submit a request for funding to our Club, the request may be submitted to:

Gary Goble
President Elect/Vetting Committee
fyveol@gmail.com

Funding requests are generally acted upon within 2-4 weeks, depending upon the amount of the request. If action is required by the Club's full Board, the item will be submitted for their consideration at their monthly meeting. Should your organization's request be approved, we will invite your organization's representative(s) to attend a regular Club meeting to accept the funds.

Thank you for the work your organization does for the citizens of Clay County. We look forward to receiving your request for our Club's consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Heidi Barfield".

Heidi Barfield, President
Rotary Club of Orange Park Sunrise

ROTARY FOUR-WAY TEST "Of the things we Think, Say or Do"

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?



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Rotary Club of Orange Park Sunrise Vetting Committee Protocol Guide

Mission

The Mission of the Vetting Committee is to review all requests for funding submitted to the Rotary Club of Orange Park Sunrise, including requests from other Rotary Clubs. Regarding requests which are \$500 or less, the Committee will have the authority to approve or deny the requests and will notify the Club's Board regarding the Committee's action. For requests exceeding \$500, the Committee will review the requests and provide a recommendation to the Club's Board for their formal action.

Submittals

Request for funding shall be made in writing to the Vetting Committee Chairman, who shall distribute the document to the members of the Committee. The written requests should be a minimum of one page in length and explain in sufficient detail the purpose of the request, how the funds will be used and who will be served. A brief description of the organization, its purpose, and history should be included. A contact person, along with appropriate contact information, should be identified to address questions from the committee and/or Board regarding the request. Following the Club's action, the Contact person will receive formal notification regarding the decision of the Committee and/or the Rotary Board.

At the discretion of the Vetting Committee, a person representing the request may be invited to address the Committee in person. Likewise, at the discretion of the Club President, a person representing the request may be invited to address the Board.

Criteria

The Vetting Committee shall use the following criteria in analyzing requests and formulating a decision/recommendation:

1. Does the proposed activity meet an unmet need in the community?
2. How essential is the proposed service?
3. Has the requesting entity received funds from the Rotary Club of Orange Park Sunrise in the past, and if so, was the money utilized as requested?
4. Will the funding be utilized efficiently? For example, how many clients/citizens/recipients will be served with the requested funds?

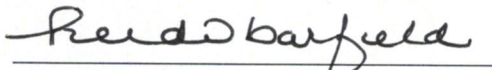
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5. How long has the requesting entity been in existence and what type of track record does it have regarding the provision of the identified service?
6. How much of the money, if any, will be used for administrative purposes?

Committee Schedule for Consideration of Requests

At Regular intervals, the Vetting Committee Chairman shall schedule meetings of the Committee to review request for funds. In extenuating circumstances, the Vetting Committee Chairman may schedule a meeting to discuss a request for funds when the request is time sensitive, and it is not feasible to delay its consideration until a regularly scheduled Committee Meeting.



Heidi Barfield, President

1.20.20

Date